

# Exhibit 5

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Ken Crest 20

## Ken-Crest Adult Services

## Memorandum

To: Vicky Anderson  
 From: Lisa R. Douglass, HR  
 Date: January 24, 2011  
 RE: End of Probation Notice

The following person's probation is scheduled to end. Please complete this form and the attached evaluation and return them to me.

If job performance is marginal but improving, the probation may be extended. The evaluation must be completed prior to the probation due date, and must specify areas that must be improved.

If job performance is unsatisfactory, as reflected on the evaluation, and you have documentation that the employee was previously warned and has shown no improvement, the employee should not pass probation. Discharge requires the approval of your Director.

Employees must automatically pass probation unless I receive this notice that probation is extended or discontinued prior to the probation ending date.

Employee's Name: Dekeshia Anderson Probation Date: 2/14/2011  
 Training or Requirements still due: CPR Training will be completed 2/2/2011

Child Abuse Clearance still due. This is mailed to the employee. A copy must be sent to me.

☐ Passed probation.

☐ Did not pass probation. Remove from payroll effective \_\_\_\_\_.

☒ Extend probation until 3/14/2011.

Comments: Dekeshia probation was extend-cause: She was out on  
Workers compensation. 2.) Dekeshia will continue to  
get the needed training to ~~and~~ qualify her for the CHS position

Vicky Anderson  
 Supervisor's Signature

2/2/2011  
 Date

ld 04/05

cc: Project Director

(Fixed per V. Anderson's request)

DEF

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